AOC Application Architectural Standards

Extensions to the User Interface Standards

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Preface

The user interface shall comply with the standards in the *JAVA Look and Feel Design Guidelines* with the extensions noted in this document. Extensions contained in this document serve to define those design elements unique to applications developed by the Washington State Administrative Office of the Courts (AOC).

Among the goals of the AOC software development process (SDP) is consistency across the Judicial Information System (JIS) and other AOC applications. Development of modules for the JIS shall be such that there is only one JIS application. AOC software development standards emphasize compliance with enterprise standards that support sharing of code and quick refactoring. The *JAVA Look and Feel Design Guidelines* provide guiding principles that promote consistency within the application's user interface. Even though the *JAVA Look and Feel Design Guidelines* have been written primarily for applications that use the Java™ Foundation Classes (JFC), the same design principles shall be applied in the development of JIS application modules that do not use the JFC.

Also, refer to templates of Graphical User Interface (GUI) screens incorporating the standards for JIS and in-house applications, Web-based training/computer-based training (WBT/CBT) modules, and Web pages.

Reference indicators used in this document are as follows:

(JLF: n) Reference the *JAVA Look and Feel Design Guidelines* for a specific chapter.

Requests to the AOC Application Architectural Standards Review Group for changes to the AOC Application Architectural Standards - Extensions to the User Interface Standards shall be accompanied by the business rationale for each requested change.

Basic User Knowledge

Applications developed by the AOC for deployment via the Web browser assume the following:

Users have basic knowledge and skills pertaining to Web browser usage.

Users have basic business knowledge within the domain that an AOC application module supports.

General

AOC shall establish a common library of user interface (UI) graphics, common code, Cascading Style Sheets (CSS), banners, navigation area, button images, JavaScript scripts, etc.

AOC Look and Feel

Cascading Style Sheets

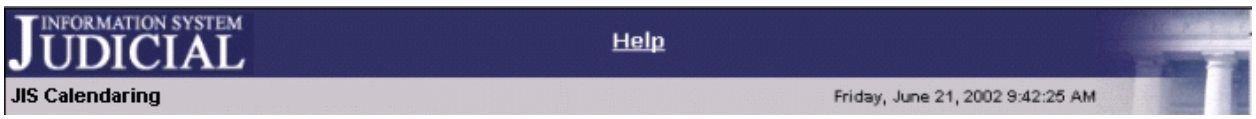
Cascading Style Sheets (CSS) shall be used to promote consistency within the JIS application and its supporting modules.

Global Tables

This space is reserved for future use.

Banner

The banner for AOC applications contains two major portions that are differentiated by the use of color. All page banners shall use square corners. The banner area shall not include any visible borders.



Blue Banner Area

The top portion of the banner area shall be filled using the primary 1 color of the AOC applications color theme.

Judicial Information System Logo

The left side of the banner shall have a square top left corner and include the JIS logo. The JIS logo graphic shall be from the AOC common graphics library and is shown below.

The JIS logo shall be the left most element of the blue banner area.

Links

Banner links shall be located in the blue banner area only. Links shall have the first letter of their link text capitalized. An application's logon page shall have only one link, a **Help** link center justified in the banner. Its font color shall be white. The **Help** link shall display application level Help in a new browser window. The Help window shall open in a non-maximized state so that some of the underlying page of the application is visible. The Help window shall be kiosk style (e.g., no toolbars, URL input, etc.).

Every subsequent primary page in an application shall have two links, a **Logoff** and **Help** link, separated by the pipe character (**Logoff | Help**). The links shall be center justified in the banner. The font color shall be white. The **Logoff** link shall log the user off the application, release the resources associated with the user's session, and display the application's logon page.

Graphics

The only graphic, other than the JIS logo, shall be “templea” from the AOC common graphics library.

The graphic “templea” shown above shall be the right most element of the blue banner area.

Gray Banner Area

The lower portion of the banner shall be filled using the secondary 1 color of the AOC applications color theme.

Application Name

The gray banner area of the Logon page shall display the fully expanded application name, not the acronym (e.g., Judicial Access Browser System, not JABS). The application name shall be left justified in the banner on all pages.

Every subsequent page in an application shall use the application acronym, followed by /, followed by the page name. The page name in the banner shall exactly match the text of the menu choice used to navigate to the page. When a series of pages display a stepped-process or wizard, include the step of the process after the page name (e.g., CAPS / Calendar Setup - Step 4 of 7).

The font color shall be the primary 1 color of the AOC applications color theme.

Date, Time, User, and Server Display

An application’s logon page shall display the date and time in the following format: mmm 99, yyyy hh:mm:ss (mmm=3 char month; 99=date; yyyy=4 digit year; hh=hour-12 hour; mm=minutes; ss=seconds). The displayed time shall reflect local desktop PC clock time, not the server time from which the page was issued. This means the time will change as a user sits on the page.

Every subsequent primary page in an application shall display a user's name as maintained by the AOC, followed by that user's court ID, the server on which the application is running, and the date and time. Date/Time shall be displayed in the following format: mmm 99, yyyy hh:mm:ss (mmm=3 char month; 99=date; yyyy=4 digit year; hh=hour-12 hour; mm=minutes; ss=seconds). The displayed time shall reflect local desktop PC clock time, not the server time from which the page was issued. This means the time will change as a user sits on the page.

Graphics

The only graphic shall be from the common graphic file "templeb".

The "templeb" graphic shown above shall be the right most element of the gray banner area.

Menu Area

The menu area shall not display on the Logon page.

The menu area shall be below the banner, to the left of the application area, and above the footer bar. The menu area shall include a border such as that created by the code sample <TABLE border = 1 width=100% height=100%>. The menu background area shall be filled using the secondary 2 color of the AOC applications color theme.

Graphics shall not be used in the navigation area.

Each menu choice shall be a link. The visited and non-visited font color shall be the primary 1 color of the AOC applications color theme. Cascading Style Sheets (CSS) shall be used to cause menu choices to display as underlined and blue (font color #0000FF) upon cursor rollover. Menu links shall be non-bolded text and not wrap within the menu area.

When menu links are organized by process or category under a heading, the heading text shall be bold and use the primary 1 color of the AOC applications color theme.

The appearance of a selected menu item shall be altered to provide a visual indicator of the item selected and a visual reference to a user's location within an application. The background of the table cell containing a selected menu item shall change to the primary 3 color of the AOC applications color theme.

The last two menu links in the menu area shall be Help and Logoff, respectively.

Application Area

The application area shall be below the banner, to the right of the menu area, and above the footer bar. The application area shall include a border such as that created by the code sample <TABLE border = 1 width=100% height=100%>. The application area shall be filled using the secondary 3 color of the AOC applications color theme.

Footer Bar

The footer bar shall indicate the end of an application page. The footer bar shall be 10 pixels in height and placed below the menu and application areas. The footer bar shall be filled using the primary 1 color of the AOC applications color theme and not include any visible border.

Other

WBT/CBT modules shall use the functionality of current development tools to mirror JAVA look and feel design standards as closely as possible. Tools purchased in the future should comply with the JAVA look and feel design guidelines. For additional information, please refer to Web-based training/computer-based training (WBT/CBT) Standards.

Design Considerations (JLF: 3)

Accessibility

As of this document's revision date, no extensions have been proposed to the standards review group concerning accessibility. Such issues shall be reviewed at a future date.

Resolution

All applications shall be coded to 800 x 600 pixels. Developers shall provide instructions that warrant each application has been designed to a resolution of 800 x 600 pixels.

User Messages

User messages on all pages shall display in the application area just under the banner. The message area shall be inserted using a background color of white. Message text shall be font color #0000FF.

Use of Codes

Developers shall strive to use expanded text instead of codes at all times. If it is absolutely necessary to display codes, all codes shall provide expanded descriptions via rollover Help. If it is necessary to display an expanded description that cannot be appropriately displayed in rollover Help due of its length, a popup box may be used.

Visual Design (JLF: 4)

Colors

AOC Applications

The AOC color theme for the JIS application and all supporting modules is comprised of the following three primary colors, three secondary colors, and two additional colors:

Color Description	Hex Value	R-G-B Value
Primary 1	#333366	51-51-102
Primary 2	#666699	102-102-153
Primary 3	#ccccff	204-204-255
Secondary 1	#c2c2c2	194-194-194
Secondary 2	#e2e2e2	226-226-226
Secondary 3	#f2f2f2	242-242-242
Black	#000000	0-0-0
White	#FFFFFF	255-255-255

The AOC applications color theme shall be implemented in all user interfaces in accordance with the design guidelines referenced in this document. Please refer to the Appendix for additional information concerning colors.

Colors used for Highlighting or Selection

Colors used for highlighting or selection shall be coded so that the color property can be established in one location of the code and then propagated throughout the application.

Fonts

Text font should generally be 12-point for readability. Other font sizes may be used in limited circumstances for emphasis, but applications should not use anything smaller than an 8-point font.

Only Arial and Verdana shall be used. Arial shall be the font of primary use. The types and sizes of font shall be consistent within an application.

Font tags shall not be used. Formatting of text shall be controlled by Cascading Style Sheets (CSS).

Labels

Alignment

All labels shall be left justified and display to the left of the data they reference. No right alignment shall be used without an approved reason. This standard does not limit use of labels as column headings.

Use of Colons

All labels shall end with a colon. If a label contains an asterisk (required field indicator), the colon shall follow the asterisk.

Style

All labels shall be bold.

Required Fields

Labels for required fields shall be directly followed by an asterisk. The asterisk shall be the same font color as that of the label. The intent of this standard is to draw a user's attention to those fields that are required when other non-required fields exist on the page. A designer's best judgment should be utilized when applying this standard. For example:

When only a few of the fields out of many are required, asterisks are appropriate.

When all of a screen's fields are required, an "All fields required." statement at the beginning of the screen and the omission of asterisks are appropriate.

When only a few fields out of many are optional (all others required), it would be clearer to identify only the optional fields by following the input field with the term "Optional.")

Application Graphics (JLF: 5)

Designers shall first draw from the AOC common graphics library. An existing graphic shall be used in a manner that is consistent with its function and prior use in the JIS application. New graphics shall be reviewed and approved by the AOC Application Architectural Standards Review Group before being added to the AOC common graphics library.

Behavior (JLF: 6)

Wizards

Wizards shall always be entered from step one. For example, do not allow entry into a wizard at step three of seven. The intent is to make application processes easier to implement and maintain. Elimination of multiple entry points into a wizard mitigates confusion should a user leave in the middle of a process and return after completing other tasks.

Windows, Panes, and Frames (JLF: 7)

The JIS application, Inside Washington State Courts AOC extranet site, AOC intranet site, and AOC WBT/CBT modules may use frames.

The AOC public Internet site shall not use frames.

Dialog Boxes (JLF: 8)

Warning messages or Fatal errors related to a user's intended actions shall be displayed in a modal dialog box. Message text shall provide an explanation of an error in plain language and constructively suggest a solution.

Errors that cause an application to "dump and die" shall display on a separate error page. Error pages shall display the server name, the server time that the page was issued, and other pertinent information for problem resolution.

Default Dialog Boxes

Applications using ColdFusion may use the ColdFusion default dialog boxes rather than JavaScript to adhere to the JAVA look and feel guidelines.

Alert Boxes

In an error condition, the JIS application and other AOC applications shall provide an appropriate level of detail within the error message to prompt a user to correct the error rather than providing a Help button that opens a secondary or utility window to give background information about the warning error.

Menus and Toolbars (JLF: 9)

Menu Bars

Applications shall not use menu bars. Rather, applications shall use a toolbar and left side column with menu items links as navigation.

Common Menus

Applications will not use common menus because menu bars shall not be used.

Typical Help Menu

Additional Help issues will be addressed in the future.

Toolbars and Drop Down Menus in Toolbars

Toolbars shall not be used in applications. The AOC Applications Department shall address additional issues in the future.

Tool Tips

The AOC Applications Department will address the issues of tool tips and defaults in the future.

Basic Controls (JLF: 10)

Command Buttons

Designers shall first use command buttons (3-D graphic buttons) from the AOC common graphics library.

All application pages shall have a Help button that links to page-level Help within the application's Help system. The Help button shall display page-level Help in a new browser window. The Help window shall open in a non-maximized state so that some of the underlying page of the application is visible. The Help window shall be kiosk style (e.g., no toolbars, URL input, etc.).

A page-level Help button shall always be positioned furthest to the right in a horizontal row of buttons or lowest in a column of a group of buttons.

Button presses shall execute an HTML Form Submit.

A standard width of ALL buttons shall be addressed by the AOC Application Architectural Standards Review Group. If button text exceeds the allotted standard space for text on a button, try to adjust the text rather than the button size: abbreviate words or decrease font size (no lower than eight point). After a standard button width is established by AOC, width exceptions shall require approval by the AOC Application Architectural Standards Review Group.

> Back/Next - Back and Next buttons should not be used if they simply replicate the Back/Next functionality of browser Back/Next buttons. When Back/Next buttons are needed to control navigation to specific pages, the buttons shall be labeled to indicate where the buttons will take a user.

The last button in a Wizard shall read Finish, not Save.

Scrollbars

For design in standard resolution, horizontal scrollbars shall not be used except within Help or with an approved reason. Vertical scrollbars should only appear if needed except within Help where vertical scrollbars can be present even if needed only part of the time.

Default Command Buttons

For the JIS application, Escape = Cancel. Applications shall not supply a mnemonic for the Cancel button. Applications should include mnemonics in the command button text with the exception of the Cancel button.

Progress Bars

Progress bars shall be oriented vertically. No horizontal progress bars shall be used.

Text Components (JLF: 11)

All data in fields shall be normal, not bold.

Editor Panes

The AOC Applications Department will research the issue of editor pane kits and select one editor pane kit. There shall be no option to create an editor pane kit.

Scrolling in Text Areas

Text shall scroll vertically only when it is too long to fit in the text area.

Lists, Tables, and Trees (JLF: 12)

Column Resizing

Applications shall use Default = Subsequent.

Appendix

This Appendix contains templates, illustrations and clarifying information specific to the Extensions to the Extensions to the User Interface Standards.

Note:

It is recommended that the Appendix be printed in color.

Logon Page

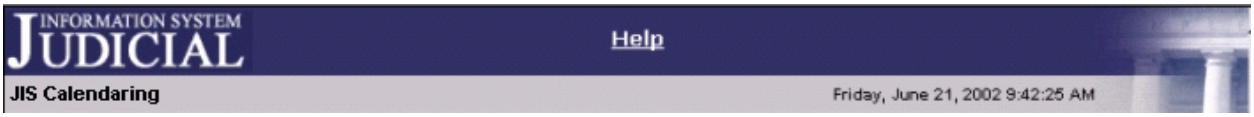
Logon labels will display for two fields: User ID (two words, ID is capitalized as shown) and Password (no special fonts). The button used to submit logon information shall contain the text Logon (1 word, capital L). A Help button shall appear to the immediate right of the logon button.

The application area of a Logon page shall include a border such as that created by the code sample <TABLE border = 1 width=100% height=100%> and shall not reserve or display the menu area.

Component Areas of an Application Page

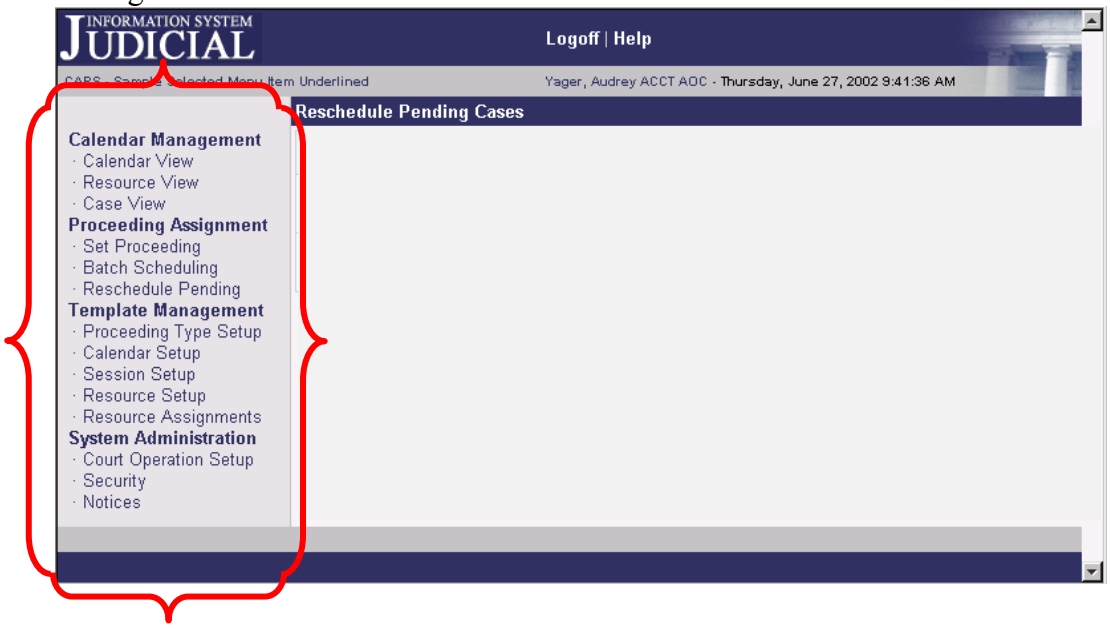
- **Application and Module Banners**

> **Note:**
>
> The illustration below depicts the state of the Banner prior to logon.

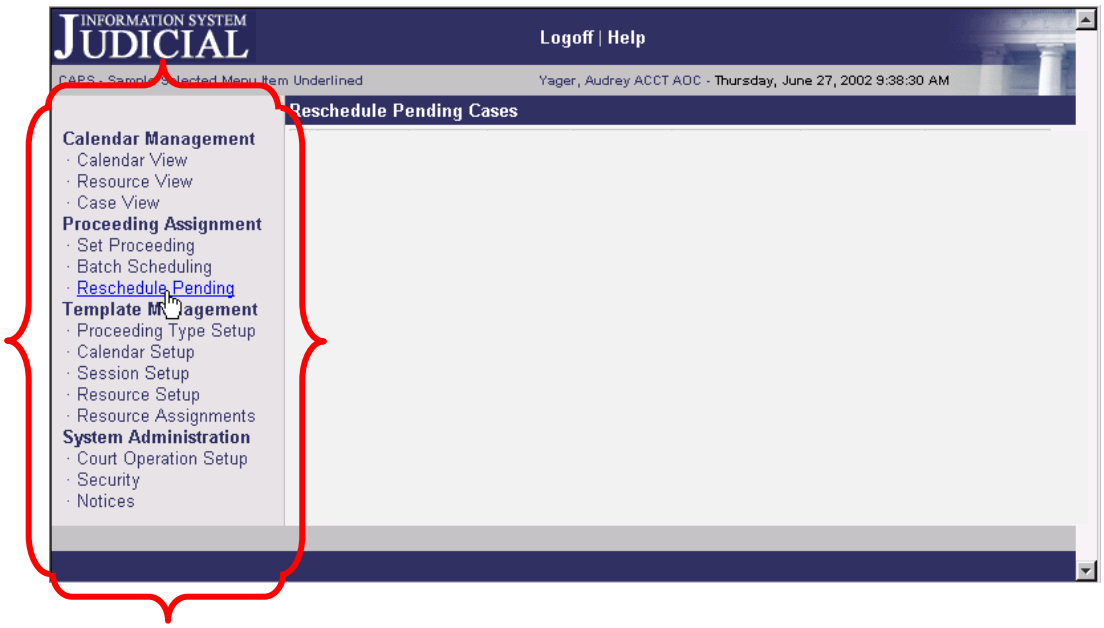


- **Menu Area**
  The illustrations below depict the series of menu behaviors that shall occur when:
  a) the menu area displays immediately after logon
  b) the cursor rolls over a menu selection item
  c) a menu item link has been selected

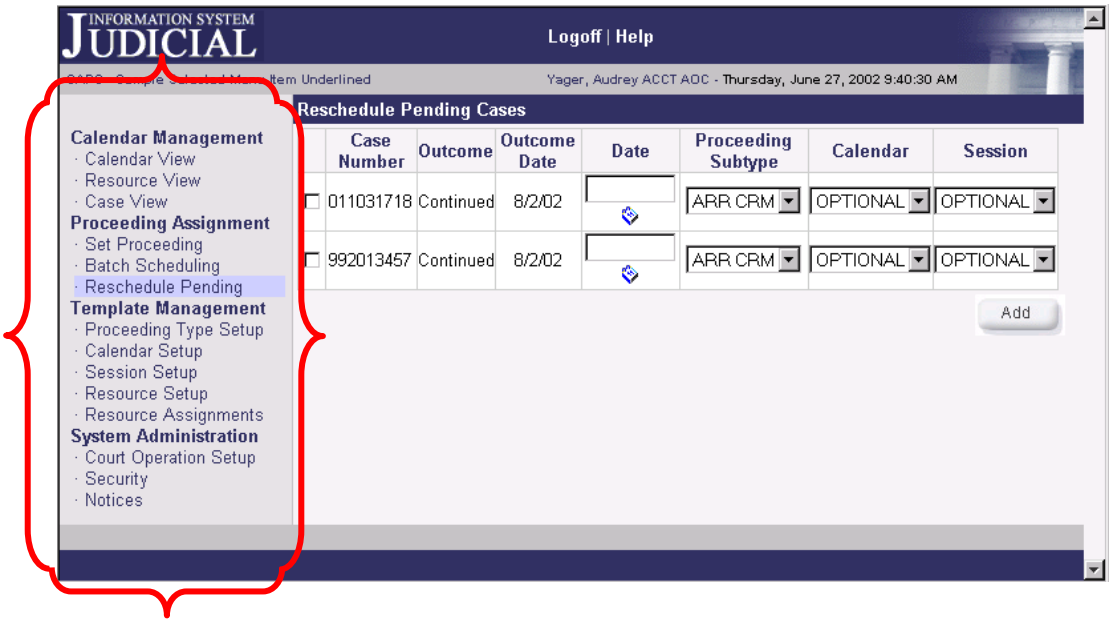
a) The illustration below exemplifies how a Menu area shall look immediately after logon.



b) When the cursor rolls over a menu item, the menu item shall display as underlined with the font color of #0000FF:

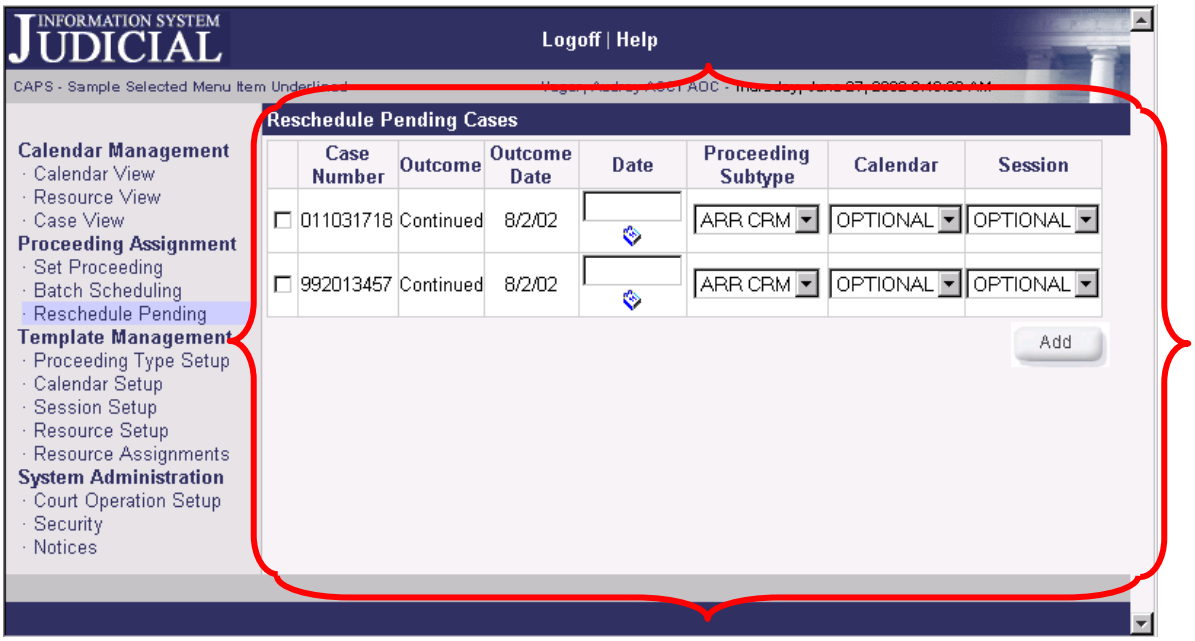


c) A selected menu item displays as non-bolded, non-underlined, and as font color Primary 1 of the AOC applications color theme. The background color for the selected link shall be the Primary 3 color of the AOC applications color theme.



- **Application Area**

  The Application area is the area of the interface reserved for the components, widgets, and processes that function to support the users' workflow and tasks.



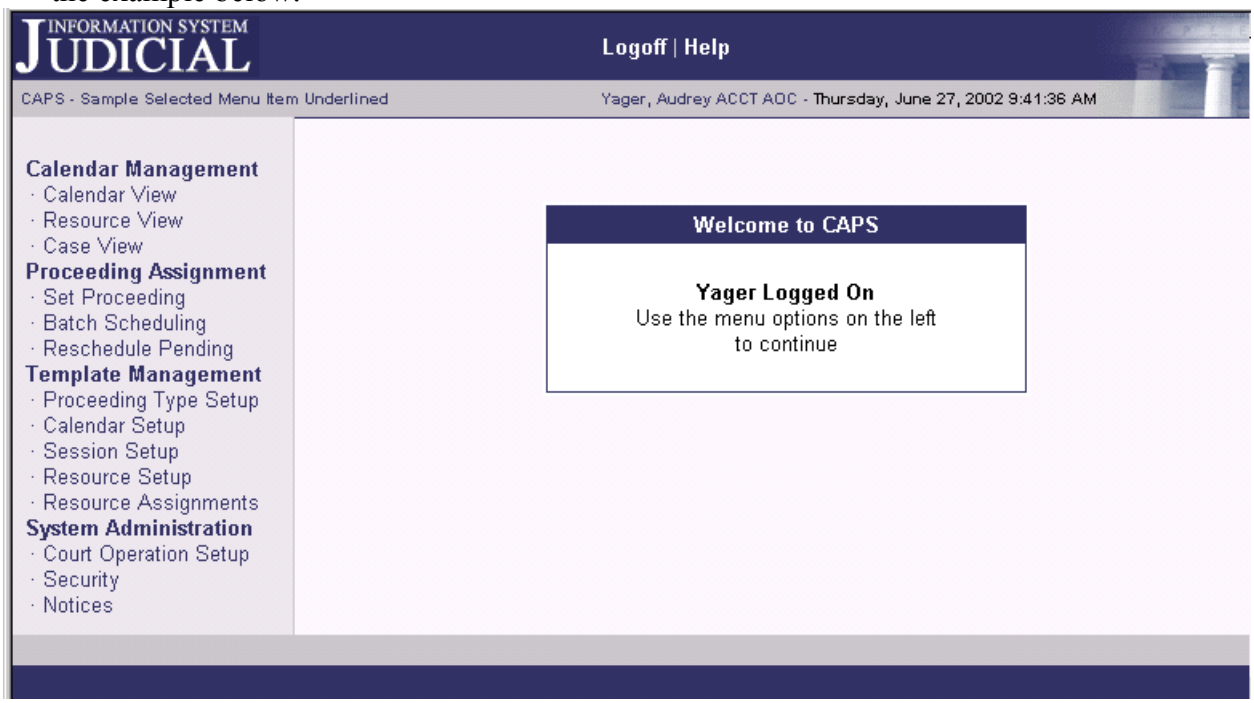
- **Footer Bar**

  The example below illustrates a footer bar that displays a single color using Primary 1 from the AOC Color theme. The footer bar is always the last visible element of an application page. The Footer Bar acts as an End-of-Page marker.

Default Home Page

Upon initial entry into an application, a default home page shall display. In some instances, a data entry page is the logical choice as the default. In other instances, there is no logical choice for a default data entry page, so a home page is created to serve the purpose of default.

If a home page is created, it shall use a formatted table that resembles a popup box and match the example below.



The title bar of a Welcome box shall contain: Welcome to <Appname>

Text within the Welcome box shall read:

<Username> logged on
Use the menu options on the left to continue.

AOC Color Theme Charts

AOC Applications

Color Description	Hex Value	R-G-B Value	Color Sample
Primary 1	#333366	51-51-102	
Primary 2	#666699	102-102-153	
Primary 3	#ccccff	204-204-255	
Secondary 1	#C2C2C2	194-194-194	
Secondary 2	#E2E2E2	226-226-226	
Secondary 3	#F2F2F2	242-242-242	
Black	#000000	0-0-0	
White	#FFFFFF	255-255-255	

Highlight color:	TBD	TBD	TBD